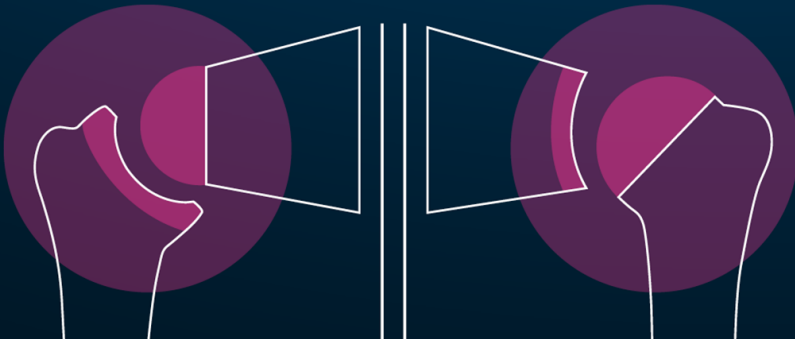
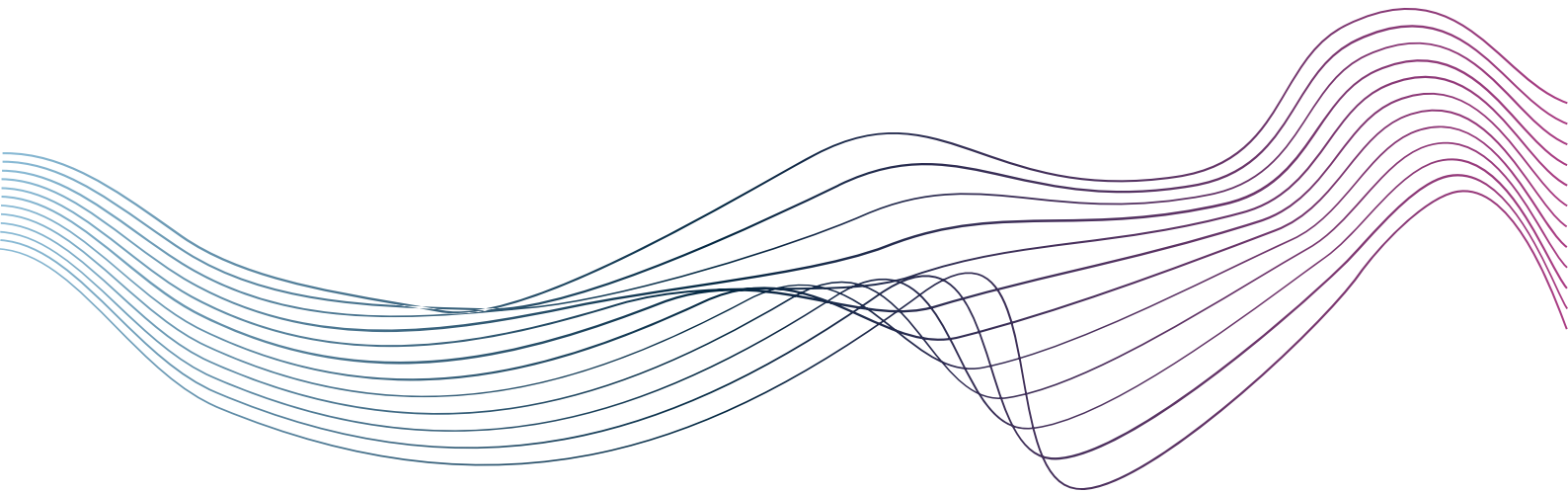


**XVI. 1ST
BOGENHAUSEN INTERNATIONAL
SHOULDER
SYMPOSIUM ARTHROPLASTY
CONFERENCE
(ISAC)**



11 – 13 December 2025
Holiday Inn Munich City Centre
www.shoulderconference.org



**SERVICE MANUAL
FOR EXHIBITORS**



INTERCONGRESS

UPDATE 04.09.2025

ISAC 2025

Content

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01 General details

Venue

Holiday Inn München – City Centre
Hochstr. 3
81669 München, Germany

[Website](#)

[Pictures](#)





Set-up times

Thursday, 11.12.2025: 08:00 - 11:00 h

Opening hours

Thursday, 11.12.2025: 11:00 - 19:00 h

Friday, 12.12.2025: 08:00 - 17:45 h

Saturday, 13.12.2025: 07:30 - 15:15 h



Dismantling

Saturday, 13.12.2025: 15:15 - 18:00 h

Please note that the set-up and dismantling times are FIXED times; stand construction activities outside these times will not be authorised for safety reasons!

02 Contact person



Nadia Kurz

Exhibition service

+49 761 69699-136

nadia.kurz@intercongress.de

03 Exhibition from A-Z

Accommodation/Hotel

We have set up a contingent for all congress participants. You can find more information here: <https://shoulderconference.org/travel-hotel/>

Advertising runner

Exhibitor activities outside the stand area, such as visitor surveys, advertising runners or similar, are not permitted. Advertising outside the stand area is subject to approval and must be registered with the organizer in advance.

It is not permitted to affix advertising material to the walls, pillars or other objects at the event venue. The exhibitor is liable for any damage caused by non-compliance.

Booth building

All booths must be self-supporting. Columns, pillars, wall projections etc. within the exhibition booths are part of the allocated areas. Fixing to walls, pillars and floors is prohibited. The exhibitor is responsible for the safety of the booth and must provide proof of this.

It is prohibited to build beyond the allocated space. Lighting and signage may not overhang the perimeter of the booth. It is not permitted to affix advertising material to the walls, pillars or other objects at the event venue. The exhibitor is responsible for any damage caused by non-compliance.

Please note that a fixed booth construction system is only possible after consultation.

max. building height: 2.50m

Booth cleaning

On behalf of the organiser, the rented premises and the corridors and neutral areas of the exhibition area will be cleaned daily.

Booth surveillance

The congress venue will be locked every evening at the end of the congress, but there is no security service to guard individual booths. We therefore ask you not to leave any important or precious goods at your booth. Exhibitors are strongly advised to insure their exhibits at their own risk and expense.

Carpet/Flooring

In the exhibition areas: grey-red-orange carpeting

The laying of carpeting on the exhibition stand is not obligatory. However, if flooring or carpeting is to be installed, all materials used must be fire-resistant. If adhesive tapes are used to attach floors, decorations and the like, only easily removable adhesive tapes are allowed.

Damage to the floor and walls caused by adhesive carpet tape or other improper handling will be charged to the exhibitor. If a carpet or similar is used, which includes the passageway area, the carpet/floor covering must not be raised and it must be possible to pass the cleaning machine at all times. Carpets and other floor coverings must be placed in an accident-proof manner and must not extend beyond the edge of the booth. The authorised floor load is 500 kg per square metre. If Exhibits with a higher weight are planned, this must be agreed with the Exhibition Management and any point loads to be permitted by them must be avoided in all cases.

Catering

Catering during breaks is included during the congress. The catering areas will be set up within the exhibition. It is also possible to order lunch boxes in the lecture rooms of booked workshops. **The deadline for stand catering is 10 November 2025.** Please contact the in-house catering team:

Holiday Inn München – City Centre

Victoria Hamidi

Tel.: 089 4803 6003

Email: victoria.hamidi@himunich.com

Carrier

There is no fixed shipping partner. Please note the regulations for set-up and dismantling, deliveries, loading and unloading, storage, etc.

Collection of goods

Collection of exhibitor materials from the stand can take place after the end of the congress on Saturday, **13 december 2025 from 14:00 to 18:00 h at the latest**. Any interim storage in the congress location is NOT possible. Boxes and parcels must be packed/stickered in such a way that the collector can see all the delivery information. The congress venue or the organiser cannot be responsible for the packaging. The congress venue, the promoter nor the organiser accept any liability for any damage or loss of goods brought in.

Delivery

Deliveries without interim storage can only be made from **Thursday, 11th December 2025 from 07.00 h**. Please provide the following address for deliveries and include a contact person and telephone number on the delivery note:

Holiday Inn München – City Centre

ISAC from 11.12. – 13.12.2025

<Your company name> / Forum 2-5 / <Your booth/stand Nr.>

Hochstr. 3

81669 München

Unfortunately, deliveries with necessary interim storage are not possible.

Directions

The hotel's loading zone is located behind the Esso petrol station in the same street of the Hotel (Hochstrasse).

Access to the “Großen Saal” (big room) foyer is provided by a 2.20 m wide ramp. All other exhibition areas can be accessed at ground level.

Please bring your own lift carts and only transport light goods so that the hotel carpet will not be damaged.

Please remove your vehicle from the loading zone as soon as possible after unloading, as there is only no parking space in the hotel courtyard.

Electrical installation

Electricity supplies can be booked via the order function in the [Industry booking portal](#).

Please also bring sufficient extension cables/multi-plugs with you. The installation of cables outside the booth and connections to the supply network must only be installed by employees of the electricity service provider.

Exhibitor passes

There is a free contingent of exhibitors' passes (e-tickets) per exhibitor: Per 3 m² you will receive one exhibitors' pass for free.

With the passes, your booth staff can visit the scientific programme and the exhibition (excepting courses which have to be booked separately), there is NO CME/UEMS certification included.

Only long-term tickets for exhibitors are offered. Each long-term ticket is valid once per day. However, these are not personalised, i.e. a ticket can be used on the first day by Mr. Red, on the second day by Ms. White and on the third day by Ms. Black.

The number of free and chargeable passes is memorised in the barcode of the eTicket. An error message appears as soon as the limit is reached.

Additional exhibitor passes can be booked in advance in the [Industry booking portal](#) **until 1 December 2025**: €150 per season ticket plus VAT. Additional exhibitor passes can also be purchased on site. Please note that there may be longer waiting times.

Intercongress will not provide personalised name badges. Please use your own company name badge.

As the contact person for stand bookings, you will automatically receive the eTicket by e-mail one week before the start of the congress. We kindly ask you to forward the e-mail or code to your booth supervisor.

Forklift /pallet trucks

Forklift trucks, hand pallet trucks or other transport trolleys are NOT available at the congress location.

Loading and Unloading

Vehicles are only allowed to stop and load in the delivery zone during loading and unloading! Please leave a mobile phone number on the windscreen during this time. Vehicles must be removed immediately after loading/unloading. If you do not comply with the above-mentioned loading options, we cannot guarantee a smooth and speedy loading process for you and other suppliers. In the event of non-compliance, we may be forced to have the vehicle removed at the owner's expense. Please bring your own transport equipment (forklift trucks, trolleys) as the congress venue is unable to provide any.

Parking

Car parking:

Cars can be parked in a public parking garage with direct access to the hotel (open 24 hours) for a fee (price € 25.00 / 24 hours). The entrance height of the underground car park is 2.00m.

Truck parking:

Truck parking spaces are not available. Trucks can be parked at the European Patent Office in Erhardstrasse, at the Deutsches Museum or at Ostbahnhof. However, depending on capacity, the car parks may be occupied by buses.

Participant Addresses

It's not possible to provide a list of participants or other participant (address) data for data privacy law reasons. However, you have the option of registering the participants of your workshops/symposia and visitors to your booth using scanners that can be rented.

Permissions

The exhibitor him-/herself is responsible for obtaining all necessary permissions concerning his work and his personnel and for ensuring all applicable regulations.

Rentable furniture

Please use the congress booking portal to customise your booth: [Industry booking portal](#) - **The deadline for the additional equipment is November 10, 2025**

Responsibility for damages and theft

The exhibitor or companies commissioned by the exhibitor shall be responsible for damage of any kind to the building or inventory. Any damage caused will subsequently be charged to the exhibitor responsible. Liability for damages to exhibits, booth equipment or theft of objects is declined by the congress location, the promoter and the organiser. Exhibitors are strongly recommended to insure their equipment at their own risk and expense.

Safety

Emergency exits, escape paths, traffic routes and safety equipment (fire alarms, hydrants, fire extinguishers, etc.) are not allowed to be blocked or obstructed at any time and must be accessible and clearly visible at all times. The responsible party is liable for any offences.

Storage

Empties and stand materials CANNOT be stored. Please plan accordingly.

Technical guidelines

For fire protection reasons, the stand systems and decorative materials must be made of fire-resistant material in accordance with (DIN 4102, B1 standard). In some areas, normally flammable decoration materials may be used if they are sufficiently protected against ignition during installation. An official test certificate for the building material class of the material used may be required. Please have this ready at the booth. Foliage and softwood may only be used with a wet root ball. Bamboo, straw, hay, bark mulch, peat or similar materials generally do not fulfil the above requirements and are not permitted to be used. Normally flammable, liquid dripping decorative materials such as artificial flowers, vine leaves, fruit etc. are not permitted in overhead installations. The use of plastic cable ties for fastening statically stressed parts or for fastening lamps and other components is not permitted. The use of gas or naked flames of any kind is prohibited on the entire area. The safety guidelines of the venue apply. For further guidelines, see Responsibility and Safety.

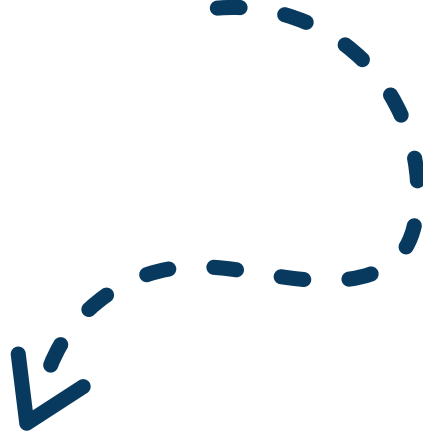
Further house specific details can be found in the : [Brandschutz Vorgaben 2025.pdf - Google Drive](#)

Waste disposal

All exhibitors are requested not to leave any packaging materials at the venue. Exhibitors are responsible for the disposal of materials used for booth construction or large amounts of waste. A charge will be made for the disposal of any waste left behind.

WIFI

The congress venue will provide a free Wi-Fi connection with limited bandwidth for all participants and exhibitors. The password will be published and is available at the congress registration counter.



This information is an integral part of the contract and is considered accepted when the booth space is booked!

GENERAL TERMS AND CONDITIONS OF INTERCONGRESS GMBH

[Deutsch](#)

[English](#)

Links:

[Industry booking portal](#)

[Exhibition plan](#)

04 Event

Conference Dinner

Welcome to one of the most traditional restaurants in the Bavarian capital - the Augustiner Stammhaus. Discover a piece of Munich's restaurant culture and let us indulge you with culinary delights. Enjoy the relaxed atmosphere while you socialise with participants from all over the world and make important contacts. Look forward to an unforgettable evening of networking and meaningful exchange in a very special setting.

Early booking is recommended as capacity is limited.

Place: Augustiner Stammhaus,
Neuhauser Str. 27, 80331 Munich

Date: 12 th december 2025

Time: 19:30 h

Cost: 79 EUR

Booking: Through the [Industry booking portal](#)

Phone [+49 761 69699-136](tel:+4976169699136)

E-mail nadia.kurz@intercongress.de

<https://shoulderconference.org/>

